**Job Title: Road safety and Sustainable Transport Assistant**

**Evaluated Grade: Scale 5**

**Job Description**

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| **Job Purpose** |
| * The post-holder will be responsible for delivering a wide range of road safety education and sustainable transport initiatives; with a particular focus on targeting vulnerable road user groups, such as children, children with SEND, cyclists & young drivers.
* Further responsibilities under this post will include promoting local and national road safety campaigns and inspiring schools, colleges and the wider community to engage in various road safety programmes and events. These will include, but not restricted to, Bikeability, pedestrian training, independent travel training, and classroom based workshops and presentations.
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| **Major Tasks**  |
| * To deliver various road safety and sustainable travel schemes to children and young people. Whilst the majority of the initiatives are highly practical and taught on or close to the highway, there may be occasions where delivery of messages will be done in the form of assemblies or classroom based talks or workshops. Some training may also take place on public transport.
* To use positive behavioural change techniques to encourage and inspire your audience to become safer road users
* To provide help, advice and training to trainees and their families/carers in order to increase confidence and independence
* To promote integration for children/young people with additional needs and/or disabilities
* To maintain clear and thorough records during training to help maintain consistency and professionalism
* To ensure any personal data and records are kept securely and in line with data protection policies
* To ensure all training is delivered within the restrictions of activity specific risk assessments, with any issues or concerns being reported to your line manager at the earliest opportunity.
* To understand and follow safeguarding protocol at all times
* To follow the relevant Health and Safety Code of Practice in all aspects of the role.
* To use the personal protective equipment provided to you for the safety of yourself and trainees under your management.
* To support the Road Safety Officers in the promotion of national and local events such as; Walk to School Week, The Big Pedal, Road Safety Week, Bike Week, catch the Bus Week and Child Safety Week.
* On occasions you may be required to assist in developing or monitoring the effectiveness of schemes and undertake practical and administrative tasks associated to the role
* To carry out other general duties including, but not limited to, surveys, exhibitions, letter drops, data collection and other activities to assist the Road Safety Team
* To attend team meetings as and when required
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| **Contacts & Relationships** |
| * The post holder will be able to form positive relationships with school staff, children, young people, and adults, they will be a good, diplomatic communicator with strong motivational skills. They will also be able to structure sessions to achieve set objectives and outcomes.
* On occasions the post holder will need to work with or alongside partners such as the local policing teams, Safer Road Partnership, Arriva and local community groups.
* The post-holder will have frequent contact with members of the public and they will need to maintain professionalism throughout the role.
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| **Creativity** |
| * On occasions the post holder may be required to adapt the content of the training to react to external influences or trainee requirements.
* The post-holder may need to extract relevant information from school staff, trainees and/or families in order to ascertain a trainees exact requirements. In certain cases customers may not find it easy to express themselves or have language or other physical, mental or cultural barriers preventing understanding and it is essential that the post-holder has the ability to interpret and support the trainee in overcoming these barriers.
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| **Decisions** |
| * Uses own judgement to identify the appropriate kind of scheme offered to trainees but will refer proposed interventions to line manager for final decisions.
* Responsible for making on-site decisions, dynamically risk assessing and making adaptions where necessary.
* The post-holder must decide on the course of action which best achieves the outcome of the scheme with due regard to the safety of all trainees and within the limitations of Council policy.
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| **Management & Supervision** |
| * The post holder has no supervisory responsibility for staff but will be responsible for trainees during delivery of training.
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| **Supervision Received** |
| * The post holder will fall under the day to day supervision of the Officers in the Road Safety Team. Further supervision may also come from the Network & Transport Management Group Manager.
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| **Complexity** |
| * The role requires an enthusiastic, professional and friendly individual with a keen interest in working with children and young people. The post holder will be creative and engaging and strive to make sessions fun and memorable whilst working to scheme objectives.
* Personal qualities of tact, diplomacy, patience but firmness together with the ability to listen and guide trainees, some of whom may be unsure and apprehensive. The ability to judge when matters should be dealt with by senior colleagues.
* On occasions the post holder will meet challenging young people, we are seeking a caring, empathetic individual who can dynamically adapt to situations and react to emergencies in a calm and efficient manner.
* The post holder will be able interact with a diverse range of people on both a one to one level and group level. The post holder may be required to carry out occasional evening and weekend work.
* Ideally the post-holder must be computer literate and competent in the use of office based software.
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| **Resources** |
| * There may be an occasional requirement to use council vehicles
* Use of teaching materials as required by the specific course
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| **Impact** |
| * The purpose of the role is to ensure that the Council fulfils its duties under the Highways act and Traffic Management Act.
* The role directly impacts service users and members of the public relating to road safety education, as well as other council teams, partners such as Parish & Town Councils and local Councillors.
* The role is vital to maintain levels of education to service users
* The postholder will undertake activities which facilitate income towards targets for the team
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| **Physical Demands** |
| The roles requires regular site visits and inspections that may include a significant amount of walking depending on the task. Some operations can be physically demanding depending on the training being deliveredThe user will regularly be required to move materials and equipment in order to deliver work, which will require manual handling on a regular basis.  |
| **Working Environment** |
| Work will involve regular visits to schools and third party buildings to deliver work, visits may very occasionally be conducted at a user’s home should it be deemed appropriate and safe to do so. Due to the public facing nature of the role, on occasion there may be some exposure to verbal abuse. There will also be regular exposure to difficult students and situations which need to be controlled by the postholder. The postholder will be expected to work outside regularly in all weather conditions where deemed safe to do so.There may be a requirement to undertake other task to support other teams in the authority on a casual basis from time to time |
| **Emotional Context**  |
| The postholder is required to educate service users related to road safety which can involve discussing difficult situations with users.This role involves using professional judgement to make recommendations in relation to activities and work programmes.  |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * It is desirable for the postholder to hold 5 GCSE’s above grade C or similar equivalent qualifications
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| **Experience** | * Experience in working with groups of young people
* Experience in practical skills training would be an advantage
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| **Knowledge** | * Knowledge of the experience of cyclists riding in traffic
* Knowledge of risk assessment procedures for the delivery of on-site training
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| **Skills** | * Ability to work as part of a team
* A competent cyclist and/or full car licence holder with a knowledge of basic road craft
* Ability to communicate with young people
* Competency to the national cycling standard would be an advantage
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| **Personal style & behaviours** | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages.
* The post holder must be friendly and approachable
* The post holder must be a quick thinker and able to deal with difficult situations
* Able to carry out duties in all weather as long as safety is not compromised
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| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. The postholder is expected to be able to interpret learning aims and explain them to both staff and customers in simple and easily understandable terms |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | ✓ |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>